

Massachusetts Registry of Motor Vehicles

International Registration Plan

The letters "IRP" in a large, bold, italicized sans-serif font, centered on the page. The background of the entire page is a grayscale photograph of a semi-truck on a road, with mountains in the distance.

Renewal Information Booklet - 2012

Massachusetts RMV
IRP Section
25 Newport Avenue Extension
Quincy, MA 02171

DON'T DELAY PLEASE RENEW EARLY

Where can I process my IRP Application for renewal?

In Person: We accept walk-in applications at the following RMV Branch locations:

Lawrence RMV Branch

73 Winthrop Avenue

Lawrence, MA

Hours - 9:00 am to 5:00 pm (Mon thru Fri)

Milford RMV Branch

14 Beach Street

Milford, MA

Hours - 9:00 am to 5:00 pm (Mon thru Fri)

In addition, the Milford Office is the **only** office that supplies overweight permits.

Quincy Headquarters

25 Newport Avenue Extension, 4th Floor

Quincy, MA 02171

Hours – 8:30 am to 5:00 pm (Mon thru Fri)

Springfield RMV Branch

165 Liberty Street

Springfield, MA

Hours - 9:00 am to 5:00 pm (Mon thru Fri)

By mail:

Massachusetts Registry of Motor Vehicles

IRP Section

25 Newport Avenue Extension

Quincy, MA 02171

We receive regular and overnight mail at the above address only. All applications are processed in the order received.

Do not mail applications to the Lawrence, Milford, or Springfield branches. Mail is **ONLY** accepted at the Quincy address.

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2012 IRP Renewal Information and Instructions

Introduction

The International Registration Plan (IRP) is an agreement between states, districts, and Canadian territories for prorating or apportioning registration fees based on the distance a vehicle, or fleet of vehicles, travels in each jurisdiction. As an IRP participant, you must renew all of your IRP vehicles by July 1 each year. This renewal packet will help you complete the required paperwork to process your renewal.

For your convenience, we have enclosed the following 2012 Massachusetts IRP Renewal documentation:

- Your computer-prepared IRP renewal form (2 copies)
- A Massachusetts Application for Vehicle Registration Renewal (Insurance form), if required
- Your updated Renewal Information Booklet

To be sure you receive your cab card(s) and decal(s) in time for the July 1 enforcement date, you must mail your completed renewal printout and all necessary forms and documentation by May 1st and your payment by June 1st.

PRISM

The Performance and Registration Information Systems Management (PRISM) program was developed to meet the challenge of reducing the number of commercial vehicle crashes of a rapidly expanding interstate carrier population. It has increased the efficiency and effectiveness of federal and state safety efforts through a more accurate process for targeting the highest-risk carriers, which allows for a more efficient allocation of scarce resources for compliance reviews and roadside inspections.

COLLECTION OF USDOT NUMBERS

The RMV validates USDOT numbers at the time of renewal. You are required to update your USDOT number with the Federal Motor Carrier Administration (FMCSA) every two years. If your USDOT number is inactive, you must update it prior to renewal. Please verify that your USDOT number is active by viewing your company snapshot at <http://safer.fmcsa.dot.gov/CompanySnapshot.aspx>. If your USDOT number is outdated you must complete a MCS-150 form with FMCSA in order to update it.

How To Renew Your Massachusetts IRP Registration

The renewal printout you received contains all the carrier and vehicle information currently on file for your account through **February 24, 2012**. The renewal printout is organized by fleets. Each fleet is broken down by weight groups. Vehicle(s) are listed in the fleet and weight group in which they are currently assigned. The renewal printout also contains a blank copy of a computer printed Schedule B to record new fleet mileage. To renew your vehicles for the 2011 IRP registration year, you must do the following before the **May 1st** application deadline date:

Step One

Verify that your USDOT number is active with the Federal Motor Carrier Administration (FMCSA) at www.fmcsa.dot.gov

Step Two

Review and **verify** the vehicle and fleet information that is printed on the renewal form. If any of the information is incorrect, you may cross it out and enter in the correct information.

Step Three

Complete and **sign** the mileage section of the form.

Step Four

Submit an original copy of the renewal form either in-person or by mail. If an insurance stamp is required, please ensure that you have mailed the bottom portion of the form, which contains the stamp. Make a copy of the renewal form for your records.

Mailing Address:

Massachusetts Registry of Motor Vehicles
IRP Section
25 Newport Avenue Ext.
Quincy, MA 02171

Do not send payment with your application. You will receive an invoice approximately 1-2 weeks after all required documents have been received.

We do not accept faxed renewal applications. If you fax an application, it will not be processed.

Step Five

Once you have received your invoice, you must **mail in your payment and one copy of the invoice.** Payment can be made by company check, personal check, or money order. Checks should be made out to: **MassDOT**. Do **not** send cash through the mail.

To avoid processing problems, make sure your payment matches the **“TOTAL DUE”** on page 1 of your invoice. Any checks made out incorrectly will be returned to you, causing a delay in the issuance of your credentials.

Any check returned by your bank will be subject to a \$15.00 Bad Check Fee (fee subject to change at any time), and your plates will be subject to revocation if the check is not paid in a timely manner. Also your IRP account will be suspended.

Note: Credentials are shipped only after your payment has been processed. There will be no exceptions. All outstanding invoices must be satisfied before any credentials will be issued. Once a check has been returned for insufficient funds, payments must be made by certified check, or money order, plus an additional \$15.00 for an insufficient check (fee subject to change at any time).

There is **no** grace period for failing to obtain the required credentials by **June 30**. To be sure you receive your cab card(s) and decal(s) in time for the **July 1 enforcement date**, you must mail your completed renewal printout and all necessary forms and documentation by **May 1st** and your payment by **June 1st**.

Renewal Checklist

IMPORTANT: To renew your IRP registration(s), you must supply the following information. Please check each step off this list as you complete it.

- ☐ Verified that your USDOT number is active with the Federal Motor Carrier Administration (FMCSA) at www.fmcsa.dot.gov
- ☐ Corrected and signed **Schedule A/E renewal printout** (see page 8)
- ☐ Signed Mileage **Schedule B renewal printout** (see page 10) with mileage entered for all requested jurisdictions

You may also be required to submit the following documentation:

- ☐ A **Massachusetts IRP Application for Vehicle Renewal** (see page 14), signed and stamped by the insurance company

OR

A **Massachusetts RMV-3 form**

- ☐ Proof of Payment for IRS Form 2290 (Heavy Highway Vehicle Use Tax Return) for a vehicle 55,000 lbs and over (see page 16)
- ☐ Power of Attorney for a Leased Vehicle (if applicable)
 - Power of Attorney must be notarized on letterhead.
- ☐ Certified RMV Release for all Non-Renew vehicles (if applicable)
 - For more information, see the note on page 9.
- ☐ Proof of Tax Identification Number (TIN)
 - Present a copy of one of the following:
 - IRS Form CP575
 - 147C Letter (issued by the IRS) You can request a copy of this letter by calling 1-800-829-0115
 - If you are an exempt company, we will accept a Certificate of Exemption Form ST-2 (issued by DOR)

For IRP accounts in the name of a business entity, the TIN is an Employer Identification Number (EIN), which is also known as a federal tax identification number (FID) or Federal Employer Identification Number (FEIN)

IRP Renewal Application – Schedule A/E

USDOT
Number field

This is what
the entire
Schedule A/E
looks like.

FOR THE JURISDICTION OF MASSACHUSETTS				INTERNATIONAL REGISTRATION PLAN RENEWAL SCHEDULE				RUN DATE: 3/31/12							
BUSINESS ADDRESS (WHERE RECORDS ARE MAINTAINED) ABC INC. 62 TEST DRIVE BROCKTON MA 02302				MAILING ADDRESS 62 TEST DRIVE BROCKTON MA 02302				REG YEAR: 2012 FID NUMBER: 551609536 USDOT NUMBER: 256500 OPERATIONAL DATE: 03/09/07 ----- PERSON TO CONTACT REGARDING THIS APPLICATION NAME: ANDREW SMITH PHONE: (555) 555-8809 SECOND PHONE: (555) 555-1212 EMAIL: ABC@AOL.COM							
DOING BUSINESS AS:				ACCOUNT NO.: 96514 FLEET NO.: 1				WEIGHT GROUP NUMBER 080 WEIGHT GROUP TYPE P							
UNITS LISTED WILL BE AUTHORIZED TO OPERATE IN THE JURISDICTIONS AND AT THE WEIGHTS LISTED BELOW. EXCEPTIONS ON ANY JURISDICTIONS OR WEIGHTS WILL BE GROUPED ON SEPARATE PAGES. WEIGHTS WILL BE PRINTED ON THE CAB CARDS FOR ALL UNITS LISTED BELOW.				PRIVATE CARRIER											
JURIS	WEIGHT	JURIS	WEIGHT	JURIS	WEIGHT	JURIS	WEIGHT	JURIS	WEIGHT	JURIS	WEIGHT	JURIS	WEIGHT	JURIS	WEIGHT
AL	80,000	RI	80,000												
CO	80,000														
FL	80,000														
IL	80,000														
LA	80,000														
NC	80,000														
NJ	80,000														
OWNER'S EQUIP. NUMBER	VIN NUMBER	YR MAKE	EX TE SS	SA EX UE L	NAME OF LESSOR OR HOUSEHOLD GOODS CARRIER	INS CDE	COLOR	UNLD WGT	COMB OR GROSS WGT	USDOT NUMBER	MCRS TIN	MCRS CHANGE DURING YEAR?	REG. NUMBER	NON- RENEW	
26	ABCDEFHIJK388337	97 FRHT	TR	3 D	PADILLA	756	WHIT	50000	80000	256500	123456789	YES	55555		
26	ABCDEFHIJK388337	97 FRHT	TR	3 D	PADILLA	756	WHIT	50000	80000	256500	123456789	YES	55555		
26	ABCDEFHIJK388337	97 FRHT	TR	3 D	PADILLA	756	WHIT	50000	80000	256500	123456789	YES	55555		
26	ABCDEFHIJK388337	97 FRHT	TR	3 D	PADILLA	756	WHIT	50000	80000	256500	123456789	YES	55555		
26	ABCDEFHIJK388337	97 FRHT	TR	3 D	PADILLA	756	WHIT	50000	80000	256500	123456789	YES	55555		
26	ABCDEFHIJK388337	97 FRHT	TR	3 D	PADILLA	756	WHIT	50000	80000	256500	123456789	YES	55555		
WEIGHT GROUP TOTALS:				NUMBER OF POWER UNITS: 1				TOTAL VEHICLES: 1							
				NUMBER OF BUSES: 0											
GRAND TOTALS:				NUMBER OF POWER UNITS: 1				TOTAL VEHICLES: 1							
				NUMBER OF BUSES: 0											

This is a view of the top
half of Schedule A/E.

How to Complete Schedule A/E

FOR THE JURISDICTION OF MASSACHUSETTS				INTERNATIONAL REGISTRATION PLAN RENEWAL SCHEDULE				RUN DATE: 3/31/12							
BUSINESS ADDRESS (WHERE RECORDS ARE MAINTAINED) ABC INC. 62 TEST DRIVE BROCKTON MA 02302				MAILING ADDRESS 62 TEST DRIVE BROCKTON MA 02302				REG YEAR: 2012 FID NUMBER: 551609536 USDOT NUMBER: 256500 OPERATIONAL DATE: 03/09/07 ----- PERSON TO CONTACT REGARDING THIS APPLICATION NAME: ANDREW SMITH PHONE: (555) 555-8809 SECOND PHONE: (555) 555-1212 EMAIL: ABC@AOL.COM							
DOING BUSINESS AS:				ACCOUNT NO.: 96514 FLEET NO.: 1				WEIGHT GROUP NUMBER 080 WEIGHT GROUP TYPE P							
UNITS LISTED WILL BE AUTHORIZED TO OPERATE IN THE JURISDICTIONS AND AT THE WEIGHTS LISTED BELOW. EXCEPTIONS ON ANY JURISDICTIONS OR WEIGHTS WILL BE GROUPED ON SEPARATE PAGES. WEIGHTS WILL BE PRINTED ON THE CAB CARDS FOR ALL UNITS LISTED BELOW.				PRIVATE CARRIER											
JURIS	WEIGHT	JURIS	WEIGHT	JURIS	WEIGHT	JURIS	WEIGHT	JURIS	WEIGHT	JURIS	WEIGHT	JURIS	WEIGHT	JURIS	WEIGHT
AL	80,000	RI	80,000												
CO	80,000														
FL	80,000														
IL	80,000														
LA	80,000														
NC	80,000														
NJ	80,000														

1. Pre-printed information about your business (carrier information). Review to make sure it is correct. Draw a single line through any incorrect information. Print the corrected information next to the old information.

2. Everything below this point is pre-printed information about your fleet. Review to make sure it is correct.

3. To change a vehicle's registered weight, draw a line through the weight (comb. or gross) you wish to change. Print the desired weight beneath the old weight.

OWNER'S EQUIP. NUMBER	VIN NUMBER	YR	MAKE	T R	S A L E T E S S	F U E L	NAME OF LESSOR OR HOUSEHOLD GOODS CARRIER	INS CDE	COLOR	UNLD WGT	COMB OR GROSS WGT	USDOT NUMBER	MCRS TIN	MCRS CHANGE DURING YEAR?	REG. NUMBER	NON- RENEW
26	ABCDEFGHIJK388337	97	FRHT	TR	3	D	PADILLA	756	WHIT	50000	80000	256500	123456789	YES	55555	
26	ABCDEFGHIJK388337	97	FRHT	TR	3	D	PADILLA	756	WHIT	50000	80000	256500	123456789	YES	55555	
26	ABCDEFGHIJK388337	97	FRHT	TR	3	D	PADILLA	756	WHIT	50000	80000	256500	123456789	YES	55555	
26	ABCDEFGHIJK388337	97	FRHT	TR	3	D	PADILLA	756	WHIT	50000	80000	256500	123456789	YES	55555	
26	ABCDEFGHIJK388337	97	FRHT	TR	3	D	PADILLA	756	WHIT	50000	80000	256500	123456789	YES	55555	
26	ABCDEFGHIJK388337	97	FRHT	TR	3	D	PADILLA	756	WHIT	50000	80000	256500	123456789	YES	55555	
WEIGHT GROUP TOTALS:		NUMBER OF POWER UNITS:		1									TOTAL VEHICLES:		1	
		NUMBER OF BUSES:		0												
GRAND TOTALS:		NUMBER OF POWER UNITS:		1									TOTAL VEHICLES:		1	
		NUMBER OF BUSES:		0												

This is
the
bottom
half of
Schedule
A/E.

If you have not provided a
USDOT Number and MCRS
TIN, please complete these fields.

4. To move a vehicle to an existing weight group, print a “C” next to the vehicle you want to change. Then, print the weight group number next to the owner’s equipment number. If necessary, change the gross weight in the vehicle section to match the Massachusetts weight.

5. To move a vehicle to a **new** weight group, print a “C” next to the vehicle you want to change. Draw a single line through the vehicle weight (comb or gross) and beneath this, print the new weight group you want to add.

6. To correct any other vehicle information, print a “C” next to the vehicle you want to correct. Draw a single line through the incorrect information and print the corrected information beneath it.

7. To delete a vehicle from your fleet, print a “D” in the first column next to the vehicle you want to delete. Draw a single line through the entire vehicle line.

8. If you need to add vehicles not shown on your Renewal Printout, you may record the information directly on the renewal printout as long as the vehicles were registered since the renewal printout was mailed. Be advised that the IRP Section reserves the right to delete any vehicles for which an application for renewal has not been submitted.

This can be done wherever there is space on the renewal form.

Note: There is now a **non/renew** column located after your vehicle information on your printout. **Any vehicle that has one of the following statuses (CA19, CAPR, CHEK, INSC, NONR, PINS, RDF, REVO, RXP, STPL, STVI, STVP, SUSP) cannot be renewed until the status is cleared.** To clear this status, you must either visit an RMV branch office or call the RMV Phone Center at 617-351-4500. If your registration has been suspended or revoked, you will need to pay a reinstatement fee before being able to renew the registration.

IRP Renewal Application – Schedule B

This is what the entire Schedule B looks like. It is two pages in the application.

When To Use Schedule B

You received a blank, computer generated copy of Mileage Schedule B for each fleet you have on file with the IRP Section. If you have operated in a jurisdiction in the past registration year, it is very important that you record your mileage information accurately for that jurisdiction.

If you are adding a jurisdiction for the first time, you may estimate your mileage. You have two options for this:

- If you are able to calculate the distance that you believe your fleet will travel in the new jurisdiction, you can use this number as an estimated mileage. We encourage you to use this method to justify your estimated mileage.
- If you are unable to estimate the mileage that your fleet will travel in the new jurisdiction, you can use the Estimated Mileage Chart for 2012, which is sent with the renewal application. This chart lists an estimated mileage for each IRP jurisdiction. If you have no other source for obtaining a mileage estimate, you can use the number on this chart.

Remember, you are recording fleet mileage. When estimating, **if using the Estimated Mileage Chart, you must multiply the mileage on the chart by the number of vehicles in the fleet.** If using your own estimates, please be sure to have accounted for the number of vehicles you believe will travel to the newly added jurisdiction(s). Be advised that your invoice will reflect a premium if the application contains any jurisdiction in which estimated mileage has been submitted for two or more consecutive years. **If you estimated mileage on an account for a 2nd year, this will result in significant penalties.**

INTERNATIONAL REGISTRATION PLAN
RENEWAL SCHEDULE

FOR THE JURISDICTION OF MASSACHUSETTS
BUSINESS ADDRESS (WHERE RECORDS ARE MAINTAINED)
ANDREW SMITH
62 TEST DRIVE
BROCKTON MA 02302

MAILING ADDRESS
62 TEST DRIVE
BROCKTON MA 02302

REG YEAR: 2012
FID NUMBER: 01609538
USDOT NUMBER: 256558
OPERATIONAL DATE: 03/09/07
PERSON TO CONTACT REGARDING THIS APPLICATION
NAME: ANDREW SMITH
PHONE: (555) 555-8859
SECOND PHONE: (555) 555-1212
EMAIL: ABC@AOL.COM

ACCOUNT NO.: 96514 FLEET NO.: 1
FEE MONTH: 12

DOING BUSINESS AS:

A. MARK EST/ACT WITH "E" FOR ESTIMATED MILEAGE AND "A" FOR ACTUAL MILEAGE. MARK PRO-RATE WITH "Y" FOR YES AND "N" FOR NO.
B. LIST MILES FOR EACH JURISDICTION IN WHICH THIS FLEET TRAVELED DURING THE PERIOD 07/01/09 THROUGH 06/30/10.

EST / PRO- ACT RATE	JURISDICTION	MILEAGE	EST / PRO- ACT RATE	JURISDICTION	MILEAGE	EST / PRO- ACT RATE	JURISDICTION	MILEAGE
---	AK ALASKA	---	---	MI MICHIGAN	---	---	TX TEXAS	---
---	AL ALABAMA	---	---	MN MINNESOTA	---	---	UT UTAH	---
---	AR ARKANSAS	---	---	MO MISSOURI	---	---	VA VIRGINIA	---
---	AZ ARIZONA	---	---	MS MISSISSIPPI	---	---	VT VERMONT	---
---	CA CALIFORNIA	---	---	MT MONTANA	---	---	WA WASHINGTON	CANADIAN
---	CO COLORADO	---	---	NC NO CAROLINA	---	---	WI WISCONSIN	OPERATING
---	CT CONNECTICUT	---	---	ND NORTH DAKOTA	---	---	WV WEST VIRGINIA	AUTHORITY
---	DC DIST OF COL.	---	---	NE NEBRASKA	---	---	WY WYOMING	NUMBER
---	DE DELAWARE	---	---	NH NEW HAMPSHIRE	---	---	AB ALBERTA	---
---	FL FLORIDA	---	---	NJ NEW JERSEY	---	---	BC BRITISH COL.	---
---	GA GEORGIA	---	---	NM NEW MEXICO	---	---	MB MANITOBA	---
---	HI HAWAII	---	---	NV NEVADA	---	---	NB NEW BRUNSWICK	---
---	IA IOWA	---	---	NY NEW YORK	---	---	NL NEWFOUNDLAND	---
---	ID IDAHO	---	---	OH OHIO	---	---	NS NOVA SCOTIA	---
---	IL ILLINOIS	---	---	OK OKLAHOMA	---	---	NT NW TERRITORY	---
---	IN INDIANA	---	---	OR OREGON	---	---	ON ONTARIO	---
---	KS KANSAS	---	---	PA PENNSYLVANIA	---	---	PE P.E. ISLAND	---
---	KY KENTUCKY	---	---	RI RHODE ISLAND	---	---	QC QUEBEC	---
---	LA LOUISIANA	---	---	SC SO CAROLINA	---	---	SK SASKATCHEWAN	---
---	MA MASSACHUSETTS	---	---	SD SOUTH DAKOTA	---	---	YT YUKON	---
---	MD MARYLAND	---	---	TN TENNESSEE	---	---	MX MEXICO	---
---	ME MAINE	---	---			---		

(EXPLAIN IN DETAIL THE SCOPE OF YOUR OPERATION INCLUDING ANY ESTIMATED MILES)

TOTAL FLEET MILEAGE: _____

I HAVE SUBMITTED ESTIMATED DISTANCES IN ACCORDANCE WITH THE MASSACHUSETTS INTERNATIONAL REGISTRATION PLAN ESTIMATED MILEAGE CHART, AS PROVIDED UNDER SECTION 322 OF THE INTERNATIONAL REGISTRATION PLAN.

SIGNATURE ON THIS RENEWAL FORM BY THE APPLICANT OR AUTHORIZED REPRESENTATIVE CONSTITUTES APPLICANT'S CONSENT TO HAVE THE INFORMATION SUBMITTED AS A PART OF PARTICIPATION IN IRP AND VERIFIED THROUGH AN AUDIT PERFORMED BY THE MASSACHUSETTS DEPARTMENT OF TRANSPORTATION, THE DEPARTMENT OF REVENUE OR THEIR AGENTS. THE APPLICANT UNDERSTANDS THAT THE REGISTRY OF MOTOR VEHICLES AND THE DEPARTMENT OF REVENUE MAY EXCHANGE THE INFORMATION OBTAINED DURING AN AUDIT FOR PURPOSES OF ENFORCING THE INTERNATIONAL REGISTRATION PLAN (IRP) AND THE INTERNATIONAL FUEL TAX AGREEMENT (IFTA).

I HEREBY CERTIFY THAT ALL OF THE VEHICLES NOTED ABOVE COMPLY WITH MASSACHUSETTS GENERAL LAW CHAPTER 90 SECTION 34A-R INCLUSIVE: TITLED COMPULSORY MOTOR VEHICLE LIABILITY INSURANCE.

SIGNATURE: _____ TITLE: _____ DATE: _____

How to Complete Schedule B

FOR THE JURISDICTION OF MASSACHUSETTS

BUSINESS ADDRESS (WHERE RECORDS ARE MAINTAINED)
ANDREW SMITH
62 TEST DRIVE
BROCKTON MA 02302

DOING BUSINESS AS:

A. MARK EST/ACT WITH "E" FOR ESTIMATED MILEAGE /
B. LIST MILES FOR EACH JURISDICTION IN WHICH THIS

EST / PRO- ACT RATE	JURISDICTION	MILEAGE
—	AK ALASKA	—
—	AL ALABAMA	—
—	AR ARKANSAS	—
—	AZ ARIZONA	—
—	CA CALIFORNIA	—
—	CO COLORADO	—
—	CT CONNECTICUT	—
—	DC DIST OF COL.	—
—	DE DELAWARE	—
—	FL FLORIDA	—
—	GA GEORGIA	—
—	HI HAWAII	—
—	IA IOWA	—
—	ID IDAHO	—
—	IL ILLINOIS	—
—	IN INDIANA	—
—	KS KANSAS	—
—	KY KENTUCKY	—
—	LA LOUISIANA	—
—	MA MASSACHUSETTS	—
—	MD MARYLAND	—
—	ME MAINE	—

(EXPLAIN IN DETAIL THE SCOPE OF YOUR OPERATION)

I HAVE SUBMITTED ESTIMATED DISTANCES IN
PROVIDES UNDER SECTION 320 OF THE INTERNATIONAL

SIGNATURE ON THIS RENEWAL FORM BY THE APPLICANT
AS A PART OF PARTICIPATION IN IRP AND VERIFICATION OF
REVENUE OR THEIR AGENTS. THE APPLICANT UNDERSTANDS
INFORMATION OBTAINED DURING AN AUDIT FOR IRP (IFTA).

I HEREBY CERTIFY THAT ALL OF THE VEHICLES NO
MOTOR VEHICLE LIABILITY INSURANCE.

SIGNATURE: _____

This is a view of the left-hand side of Schedule B.

1. Put an "A" in this column if you are giving actual mileage or "E" if you are giving estimated mileage.

2. The prorate column is used to determine the fees on your invoice. If you do not wish to continue to travel to a jurisdiction, please indicate an "N" for no. If you wish to continue to travel to this jurisdiction, indicate a "Y" for yes. A "Y" in this column will ensure that the jurisdiction appears on your cab card.

3. Write the distance that your fleet traveled in each jurisdiction from July 1, 2010 to June 30, 2011. When estimating the mileage for each jurisdiction, enter the total amount of miles for all vehicles that will travel in that jurisdiction.

4. Give a description of what your company does. If you give an estimated mileage that you have calculated yourself for any jurisdiction, explain how you arrived at your estimated mileage. If you used the number given on the Estimated Mileage Chart, write that you have used this chart in accordance with IRP guidelines.

5. If you have submitted estimated mileage from the IRP Estimated Mileage Chart, please check off the line provided stating that the mileage recorded was from the IRP Estimated Mileage Chart.

6. Sign the form, print your title within the company, and print the date.

Note: All estimated mileages you give must be justified. The Registrar of Motor Vehicles has the right to question any estimated mileage and may require you to submit a written explanation of exactly how you will accrue those estimates.

Mileage Record Requirements

In accordance with the International Registration Plan (IRP), all registrants are required to keep ***operational records*** for vehicles registered under IRP. Operational records must be accurate, readable, and maintained to support mileage figures used for the current and the three previous registration years.

Operational records kept by the registrant shall be documents that support miles traveled in each jurisdiction and the total miles traveled by each vehicle. An ***Individual Vehicle Distance Record (IVDR)*** is an acceptable supporting document to verify fleet mileage.

An IVDR must be completed for each movement of each vehicle.

An IVDR should contain all of the following:

- 1. Date of trip (starting and ending)**
- 2. Trip origin and destination**
- 3. Route of travel (may be waived)**
- 4. Beginning and ending odometer, or hub odometer reading of the trip**
- 5. Total trip distance traveled**
- 6. Distance traveled by jurisdiction**
- 7. Unit number or vehicle identification number**

Monthly reports, such as fuel reports, are not acceptable at face value. These must be supported by an IVDR. You must also be able to explain any unaccountable time lapse of vehicle movement. Trip leases should be attached to the IVDR. All miles operated under trip permits should also be included.

All Actual Mileage reported must be the actual mileage traveled by the fleet in each state for the previous mileage year. Actual mileage includes all miles driven in both IRP and non-IRP jurisdictions, and includes deadhead, bobtail, and maintenance mileage.

In addition to the Scope of Operation, the RMV reserves the right to request additional documentation and proof of mileage to substantiate any claim of estimated or actual mileage. Fraudulent claims **will** result in an audit and possible suspension.

Audits

The purpose of the audit is to verify the accuracy of the mileage you have reported in every IRP jurisdiction. Operational records must be made available at the registered place of business or be delivered, in person, to the Registry of Motor Vehicles IRP Processing Center as directed. Results of the audit will be sent to you and to all the IRP jurisdictions for which you are registered. You will be billed for any IRP mileage differences discovered as a result of the audit. It is the responsibility of each state to refund any overpayment of registration fees if allowed by that state's law. No mileage deficiency assessments or credit claims may be made for any period for which operational records are no longer required to be kept.

Massachusetts IRP Application for Vehicle Renewal

(Proof of Insurance Information Form)

If your vehicle requires proof of insurance, you will receive an IRP Application for Vehicle Renewal form with your renewal packet. Please have your insurance agent stamp this form. Also, if any of the information is incorrect, please feel free to change that information in the provided spaces.

If you did not receive this form, your vehicle did not require proof of insurance as of **February 24, 2012**. However, if you would like to change your vehicle information, **you must submit an RMV-3 form stamped by your insurance agent**. RMV-3 forms are available on the RMV website at: www.mass.gov/rmv

If you have any questions regarding whether your vehicle(s) requires proof of insurance, please call the IRP Section at 617-351-9320.

See the next page for a sample of the IRP Application for Vehicle Renewal form.

How to Use an IRP Application for Vehicle Renewal

1. Review all the vehicle information that is pre-printed in this column of the form.

2. If you need to make changes to your vehicle information, print them in this column. **You can only change the information that is listed in this section of the form.** If you need to change any information that is not listed here, you need to use an RMV-3 form, which you can get from your insurance agent.

MASSACHUSETTS IRP APPLICATION FOR VEHICLE RENEWAL THIS FORM MUST ACCOMPANY THE IRP RENEWAL SCHEDULE			
APN PLATE #: 55555	IRP ACCT # / FLEET #: 96514 1	EXPIRES LAST DAY OF: JUNE 2013	
NAME OF OWNERS	ABC INC.	NEW MAILING ADDRESS	_____
MAILING ADDRESS	52 TEST DRIVE EASTHAMPTON, MA 01027-1169		_____
MOTOR CARRIER RESPONSIBLE FOR SAFETY (MCRS)	ABC INC.	NEW MOTOR CARRIER RESPONSIBLE FOR SAFETY	_____
MCRS NAME:		NEW MCRS NAME	_____
MCRS USDOT NUMBER:	217758	NEW MCRS USDOT NUMBER	_____
MCRS TAX IDENTIFICATION#:	000-00-0000	NEW MCRS TAX ID NUMBER	_____
MCRS CHANGING WITHIN REG YEAR?	YES / NO (CIRCLE ONE)		_____
MODEL YEAR:	2001	NEW RESIDENTIAL ADDRESS	_____
MAKE:	FRHT		_____
MODEL NAME:	CONVEN		_____
BODYSTYLE/TYPE	TK		_____
COLOR:	GRAY		_____
VEHICLE IDENTIFICATION #:	ABCDEFGHIJK388337	NEW COLOR	_____
INSURANCE COMPANY:	OHIO CASUALTY INS	NEW INSURANCE COMPANY	_____
PLACE OF GARAGING:	EASTHAMPTON	NEW PLACE OF GARAGING	_____
GROSSWEIGHT:	80,000	NEW GROSS WEIGHT:	_____
MAX PASSENGERS:	0002	NEW MAX PASSENGERS	_____
MAX SEATS:		NEW MAX SEATS	_____
CHANGES OTHER THAN THOSE LISTED ABOVE REQUIRE USE OF AN RMV3 FORM			
I/WE THE APPLICANT(S) HEREBY CERTIFY UNDER PENALTIES OF PERJURY THAT THERE ARE NO OUTSTANDING EXCISE TAX LIABILITIES ON THE VEHICLE DESCRIBED HEREIN THAT HAVE BEEN INCURRED BY THE APPLICANT(S), ANY MEMBER OF THE APPLICANT'S HOUSEHOLD OR THE BUSINESS PARTNER OF THE APPLICANT(S). THE UNDERSIGNED HEREBY FURTHER CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE AND BELIEF. FALSE STATEMENTS ARE PUNISHABLE BY FINE, IMPRISONMENT OR BOTH.		THE COMPANY SIGNATORY HERETO CERTIFIES THAT IT HAS OR WILL INSURE OR GUARANTEE PERFORMANCE BY THE APPLICANT HEREINBEFORE NAMED WITH RESPECT TO THE MOTOR VEHICLE HEREINBEFORE DESCRIBED FOR A PERIOD AT LEAST COTERMINOUS WITH THAT OF SUCH REGISTRATION UNDER A MOTOR VEHICLE LIABILITY POLICY, BINDER OR BOND WHICH CONFORMS TO THE PROVISIONS OF GENERAL LAWS, CHAPTER 175, SECTION 113A, AND THAT THE PREMIUM CHARGE AND CLASSIFICATION ON THE EFFECTIVE DATE OF THE REGISTRATION ARE AS ESTABLISHED BY THE COMMISSIONER OF INSURANCE UNDER CHAPTER 175, SECTION 113B.	
OWNER 1 SIGNATURE	LICENSE # / TIN	AGENT'S STAMP AND SIGNATURE	
OWNER 2 SIGNATURE	LICENSE # / TIN	DATE ISSUED INSURANCE COMPANY'S AUTHORIZED SIGNATURE	

3. Sign the form and print your license/TIN number.

4. Have your insurance agent sign, date, and stamp the form.

Specification for Insurance Stamp (So you know the stamp on your document is correct)



DEVAL L. PATRICK, GOVERNOR
TIMOTHY P. MURRAY, LT. GOVERNOR
JEFFREY B. MULLAN, SECRETARY & CEO
RACHEL KAPRIELIAN, REGISTRAR



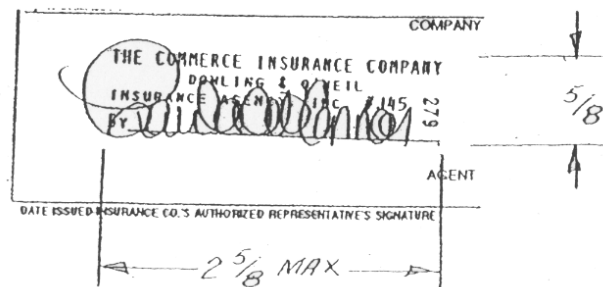
P.O. Box 55889
BOSTON, MA 02205
WWW.MASS.GOV/RMV

Insurance Stamp Specifications

The Registry of Motor Vehicles will only accept Registry of Motor Vehicles forms that have been properly stamped and signed by insurance companies and their authorized agents. Below are the stamp specifications;

- Must have the Insurance company name printed on the stamp horizontally.
- Must have the three digit code printed on the stamp vertically.
- The stamp should include the agency name (if applicable) printed horizontally beneath the company name.
- Must have the authorized representative's signature line printed horizontally at the bottom of the stamp.
- Stamps must fit within the appropriate boxes on all Registry forms (RMV - 1, RMV - 2, RMV - 3, etc.) See applicable size below to fit all documents.
- Each document that is stamped must have the WRITTEN signature of the authorized representative. A **stamped signature is not allowed** and the document will be rejected at the Registry of Motor Vehicles.

Example:



IRS Form 2290

When to Use Form 2290

Form 2290 is a Federal IRS Tax Form used to determine and pay the tax due on all heavy highway vehicles with a taxable gross weight of 55,000 pounds or more. The Massachusetts RMV requires the 2290 Heavy Use Tax Form at renewal time for vehicles of 55,000 pounds or more. **When you initially register a heavy vehicle, you have 60 days from registration to complete and file the 2290 form with the IRS.**

The Massachusetts RMV requires proof that you have filed this form with the Federal IRS. You can file the 2290 with the IRS in person, or you can file it electronically (e-file).

- If you filed in person, you will receive a hard copy of Form 2290 Schedule 1 that has been stamped by the IRS. You must present this to the RMV.
- If you e-filed, the IRS will e-mail you a Form 2290 Schedule 1. This file will have a watermark that reads “e-file.” You must print out a copy of this file and present it to the RMV.
- The Form 2290 Schedule 1 must be for the period of July 1, 2011 – June 30, 2012

NOTE: The 2290 comes from the Federal IRS (Internal Revenue Service), NOT from the Massachusetts DOR (Department of Revenue).

Sample Form 2290, Schedule 1 – Paper Version

SCHEDULE 1 (Form 2290) <small>(Rev. July 2011)</small> <small>Department of the Treasury</small> <small>Internal Revenue Service</small>	Schedule of Heavy Highway Vehicles For the period July 1, 2011, through June 30, 2012 ► Complete both copies of Schedule 1 and attach them to Form 2290. ► See the Consent to Disclosure of Tax Information on page 2.	OMB No. 1545-0143								
Type or Print	Name as shown on Form 2290 _____ Address (number, street, and room or suite no.) _____ City, state, and ZIP code (For Canadian or Mexican address, see page 5 of the instructions.) _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Employer identification number □□ - □□□□□□</td> <td style="text-align: center;">FOR IRS USE ONLY</td> </tr> <tr> <td>T _____</td> <td>FF _____</td> </tr> <tr> <td>FP _____</td> <td>I _____</td> </tr> <tr> <td>T _____</td> <td></td> </tr> </table>	Employer identification number □□ - □□□□□□	FOR IRS USE ONLY	T _____	FF _____	FP _____	I _____	T _____	
Employer identification number □□ - □□□□□□	FOR IRS USE ONLY									
T _____	FF _____									
FP _____	I _____									
T _____										
Caution. You must list all vehicles. Attach a separate list if needed. See page 7 of the instructions.										
Part I Vehicles on Which You Are Reporting Tax. Enter VIN and category.										
1	□□□□□□□□□□□□□□□□□□	Category								
2	□□□□□□□□□□□□□□□□□□									
3	□□□□□□□□□□□□□□□□□□									
4	□□□□□□□□□□□□□□□□□□									
5	□□□□□□□□□□□□□□□□□□									
Part II Vehicles for Which Tax Is Suspended—5,000 Miles or Less (7,500 Miles or Less for Agricultural Vehicles). Enter VIN.										
1	□□□□□□□□□□□□□□□□□□	Category W								
2	□□□□□□□□□□□□□□□□□□	Category W								
Part III Summary of Reported Vehicles										
a Enter the number of taxable vehicles from Form 2290, page 2, column 3, Totals		a								
b Enter the total number of taxable vehicles on which the tax is suspended from Form 2290, page 2, column 3 (category W)		b								
For Privacy Act and Paperwork Reduction Act Notice, see page 9 of the instructions. Schedule 1 (Form 2290) (Rev. 7-2011)										

SCHEDULE 1 (Form 2290) <small>(Rev. July 2011)</small> <small>Department of the Treasury</small> <small>Internal Revenue Service</small>	Schedule of Heavy Highway Vehicles For the period July 1, 2011, through June 30, 2012 This copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.	OMB No. 1545-0143	
Type or Print	Name as shown on Form 2290 _____ Address (number, street, and room or suite no.) _____ City, state, and ZIP code (For Canadian or Mexican address, see page 5 of the instructions.) _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Employer identification number □□ - □□□□□□</td> </tr> </table>	Employer identification number □□ - □□□□□□
Employer identification number □□ - □□□□□□			
Caution. You must list all vehicles. Attach a separate list if needed. See page 7 of the instructions.			
Part I Vehicles on Which You Are Reporting Tax. Enter VIN and category.			
1	□□□□□□□□□□□□□□□□□□	Category	
2	□□□□□□□□□□□□□□□□□□		
3	□□□□□□□□□□□□□□□□□□		
4	□□□□□□□□□□□□□□□□□□		
5	□□□□□□□□□□□□□□□□□□		
Part II Vehicles for Which Tax Is Suspended—5,000 Miles or Less (7,500 Miles or Less for Agricultural Vehicles). Enter VIN.			
1	□□□□□□□□□□□□□□□□□□	Category W	
2	□□□□□□□□□□□□□□□□□□	Category W	
Part III Summary of Reported Vehicles			
a Enter the number of taxable vehicles from Form 2290, page 2, column 3, Totals		a	
b Enter the total number of taxable vehicles on which the tax is suspended from Form 2290, page 2, column 3 (category W)		b	
For Privacy Act and Paperwork Reduction Act Notice, see page 9 of the instructions. Cat. No. 112500 Schedule 1 (Form 2290) (Rev. 7-2011)			

Section used by customer for filing with IRS.

Section returned to customer by IRS.

Sample Form 2290, Schedule 1 – Electronic Version

SCHEDULE 1 (Form 2290) <small>(Rev. July, 2011)</small> <small>Department of the Treasury</small> <small>Internal Revenue Service</small>	Schedule of Heavy Highway Vehicles For the period July 1, 2011, through June 30, 2012 This copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.	OMB No. 1545-0143
Type or Print	Name as shown on Form 2290 _____	
	Address (number, street, and room or suite no.) _____	
	City, state, and ZIP code (for Canadian or Mexican address, see page 4 of the instructions.) _____	
	Employer identification number _____	
Caution. You must list <u>all</u> vehicles. Attach a separate list if needed.		
Part I Vehicles on Which You Are Reporting Tax. See page 6 of the instructions.		
	Vehicle Identification Number	Category
1	S 7	
2	8	
3	9	
4	10	
5	11	
6	12	
Part II Vehicles for Which Tax Is Suspended—5,000 Miles or Less (7,500 Miles or Less for Agricultural Vehicles). See page 6 of the instructions.		
	Vehicle Identification Number	Category
1	2	
Part III Summary of Reported Vehicles		
a Enter the number of taxable vehicles from Form 2290, page 2, column 3, Totals .		a
b Enter the total number of taxable vehicles on which the tax is suspended from Form 2290, page 2, column 3 (category W) .		b
For Privacy Act and Paperwork Reduction Act Notice, see page 8 of the instructions.		
Schedule 1 (Form 2290) (Rev. 7-2011)		

General IRP Renewal Information

- To register for Massachusetts only, you should **not** obtain an IRP plate; you should obtain a **commercial plate**. Call the RMV's Telephone Center at 617-351-4500.
- If you added vehicles to your account since **February 24, 2012**, you must add them to the computer generated application (under the correct weight group). See page 9 for more information.
- If you changed state, weight, or carrier information since **February 24, 2012**, you will have to show those changes again on the computer generated application. See page 9 for more information.

Business Requirements

The International Registration Plan, effective July 1, 2008, established a twofold test for carriers to be able to determine where they can base their vehicles. Carriers can either qualify as a company with an established place of business, or as an individual under Plan Section 305. Please find the definition below:

305 SELECTION OF BASE JURISDICTION

- (a) An Applicant may elect as its Base Jurisdiction any Member Jurisdiction (i) where the Applicant has an Established Place of Business, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance, and (iii) where Operational Records of the Fleet are maintained or can be made available.
- (b) An Applicant that does not have an Established Place of Business in any Jurisdiction may designate as a Base Jurisdiction any Member Jurisdiction (i) where the Applicant can demonstrate Residence, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance, and (iii) where Operational Records of the Fleet are maintained or can be made available.
- (c) To establish Residence in a Member Jurisdiction, an Applicant must demonstrate to the satisfaction of the Member Jurisdiction at least three of the following:
 - (i) if the Applicant is an individual, that his or her driver's license is issued by that Jurisdiction,
 - (ii) if the Applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that Jurisdiction,
 - (iii) if the Applicant is a corporation, that the principal owner is a resident of that Jurisdiction,
 - (iv) that the Applicant's federal income tax returns have been filed from an address in that Jurisdiction,
 - (v) that the Applicant has paid personal income taxes to that Jurisdiction,
 - (vi) that the Applicant has paid real estate or personal property taxes to that Jurisdiction,

- (vii) that the Applicant receives utility bills in that Jurisdiction in its name,
- (viii) that the Applicant has a Vehicle titled in that Jurisdiction in its name,
- or
- (ix) that other factors clearly evidence the Applicant's legal Residence in that Jurisdiction.

To see the entire IRP plan, please go to www.irponline.org/publications.

How Does This Affect Me as a Carrier?

At this time, we would encourage that all carriers send us copies of your federal employer identification or other identification number and verification by the Department of Revenue that you are an employer for the purposes of Massachusetts Income Withholding. This is to ensure that carriers are based here in Massachusetts and to ensure that Massachusetts remains a member of the IRP Community, thereby making carriers travel as smoothly and efficiently between the states as possible. This does not apply to IRP carriers that register apportioned vehicles to personal names. However, the Registrar may require proof of residency in the form of a driver's license number or Excise Tax Verification.

If you have questions regarding this requirement, please feel free to call our IRP Section at 617-351-9320.

How to Contact the Massachusetts IRP Section

Mailing Address: IRP Section
Registry of Motor Vehicles
25 Newport Avenue Ext.
Quincy, MA 02171

Phone: 617-351-9320

Fax: 617-351-9399

Website: www.mass.gov/rmv

Note: We accept regular mail and overnight mail at the above address. All applications are processed in the order that they are received. To avoid delay, please mail your application as soon as possible.

IRP Suspensions

IRP will suspend all vehicle registrations within an account for failure to pay . . .

- An overdue supplemental invoice
- An amended invoice, or
- A bad check payment in the time required

The IRP suspension process has the following phases or steps . . .

1. An invoice is sent.
2. After 45 days without payment, a warning letter is sent.
3. 45 days after that, IRP will:
 - a. Suspend the KTA Account
 - b. Suspend every vehicle registration in the account
 - c. Mail a suspension notice
4. The registration status for all of the vehicles in the account will be changed to “SUSP” in KTA and in ALARS.

Effects of an Account Suspension

If your IRP account is suspended, you will be affected in these ways. . .

- Your KTA account is suspended.
- No vehicle in the account can be amended or transferred.
- No vehicle can be reinstated until the account’s invoice, and the reinstatement fee for every vehicle, has been paid.
- To calculate the total amount due, take the amount of the unpaid invoice and then add \$100 for each of the suspended vehicles.

Glossary of IRP Terms

Applicant — A person, firm, or corporation in whose name an application is filed with a base jurisdiction to apportion a fleet of vehicles

Axle — Assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the IRP, an axle is any such assembly whether or not it is load bearing only part of the time. For example, a single unit truck, with a steering axle and two axles in the rear-axle assembly is an apportionable vehicle, even though one of the rear axles is a so-called “dummy,” “drag,” “tag,” or “pusher” axle.

Base jurisdiction — For purposes of fleet registration, base jurisdiction refers to the jurisdiction where the registrant has an established place of business from which distance is accrued by the fleet and where operational records of the fleet are maintained or can be made available.

Base plate — The registration plate issued by the base jurisdiction. It is the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates are identified by having the word APPORTIONED, APP, or PRP and the jurisdiction’s name on the plate. The numbering system and color of the plate is determined by the issuing jurisdiction.

Cab Card — A registration document issued only by the Base Jurisdiction for a vehicle of an apportioned fleet. The Cab Card identifies the vehicle, registrant, jurisdictions for which the vehicle is apportioned, plate number, the registered weight by jurisdiction, and any other necessary information.

Carrier — A person, partnership, firm, or corporation engaged in the commercial transportation of goods or persons

Combination (or Combination of Vehicles) — Power unit used together with trailers and/or semi-trailers, and/or auxiliary axles

Combined Gross Weight — Weight of the power unit, the trailer(s), and the maximum load that can potentially be transported

Established place of business — A physical structure located within the base jurisdiction that is owned, leased, or rented by the fleet registrant. The physical structure shall be designated by a street number or road location. A post office box is not sufficient to satisfy this requirement. This physical structure must be open during normal business hours and have located within it:

1. A telephone(s) publicly listed in the name of the fleet registrant's trucking related business
2. A person(s) in the permanent employ of the registrant conducting the fleet registrant's trucking-related business
3. The operational records of the fleet and the maintenance of such records, unless such records can be made available under the rules of IRP

The trucking-related business within the base jurisdiction must constitute more than just credentialing, distance, and fuel reports, and/or answering a telephone. Employees in the permanent employment of the registrant, not contractual labor, must be performing trucking related duties.

A jurisdiction may require any information the jurisdiction considers pertinent to show that the registrant has an established place of business within the jurisdiction and that all proper fees and taxes are paid.

Fleet — One or more apportionable vehicles which travel in the same states. Fleets of vehicles are determined to be *apportionable* according to characteristics and use of the vehicles or combination of vehicles. Any vehicle (power unit or trailing unit) used within a combination that exceeds 26,000 pounds or 11, 793.401 kilograms gross vehicle weight.

Gross Vehicle Weight (or GVW) — Declared Gross Vehicle Weight means: TOTAL UNLADEN WEIGHT of the vehicle, or combination of vehicles PLUS the MAXIMUM LOAD to be carried on the vehicle.

Jurisdiction — A country, OR a state, province, territory, possession, or federal district of a country

MCRS — Motor Carrier Responsible for Safety. This is the person or company responsible for the safety of the vehicle. This person's or company's name is recorded on the MCS 150 Form filed with the Federal Motor Carrier Safety Administration.

Operational Records — Documents supporting miles traveled in each jurisdiction and total miles traveled, such as I.V.D.R.'s, fuel reports, trip sheets, and logs. Operational records also include source documents suitable for verification of fleet mileage, known as Individual Vehicle Distance Records (IVDR). An IVDR must contain the information set forth in the IRP Audit Procedures Manual.

Power Unit — A Motor Vehicle, Tractor, Truck, or Truck-Trailer

Reciprocity Agreement — An agreement, arrangement, or understanding governing the reciprocal grant of rights and/or privileges to vehicles which are based in and properly registered under the applicable laws of jurisdictions which are parties to such an agreement, arrangement, or understanding

Registered Weight — Weight for which a vehicle or combination of vehicles have been licensed or registered within a particular jurisdiction.

Registration Year — The twelve-month period during which the registration issued by the base jurisdiction is valid according to the laws of the base jurisdiction (Massachusetts's registration year is July 1 through June 30.)

TIN Number — Tax Identification Number. This is the number used to file a tax return with the IRS.

Total Distance — The total distance traveled, in miles or kilometers, by a fleet of apportioned vehicles in all jurisdictions during the preceding year. This distance includes miles or kilometers accrued on trip permits.

Total Distance (Motor Buses) — For motor bus apportionment, total distance is the sum of all actual in-jurisdiction distance OR a sum equal to the scheduled route distance per jurisdiction from the farthest point of origination to the farthest point of destination in the scheduled pool.

Unladen Vehicle Weight (or Unladen Weight) — Actual weight of a vehicle fully equipped for service including the cab, body, and all accessories with which the vehicle is equipped for normal use on the highway, excluding the weight of any load.

US DOT Number — This number is issued by the U.S. Department of Transportation, Federal Motor Carrier Safety Administration. It is required by the RMV before you can renew or register apportioned vehicles.